



New York Regional Census Center
330 W. 34th Street, 13th Floor
New York, NY 10001

3 Steps for a successful application..... FOR positions GG 5 - GG12

Steps for the successful application apply to Regional Census Center Positions which include Administrative Specialist, Regional Technician and Partnership Specialist or other positions Grades 5 thru 12.

Step 1: Determine your qualification level

Do you meet the experience and/or education level for the grade which you are applying? (5, 7, 9, 11 or 12)

Did you submit a separate application packet for each grade level? (5, 7, 9, 11 or 12)

Be sure to apply to the **external** job listing if you do not currently work for or are new to the Census Bureau.

Current Census Employees who are on a current appointment longer than a year are encouraged to apply to the **internal** job listing.

Create an application or resume that will best demonstrate your experience related to the job you are applying for.

If you are qualifying based on your education, you must submit your college transcripts.

Step 2: Submit these required forms (Application Packet)

1. Complete Resume OR Application for Federal Employment OF-612. (make sure it reflects your experience **RELEVANT** to the position and grade level)

[Application form.of612.pdf](#)

2. Complete Declaration for Federal Employment OF-306 Background Questionnaire

[Declaration.of0306.pdf](#)

3. Complete Evaluation Criteria Questionnaire

- 3 questions located in job listing
- Must answer on a separate piece of paper
- **MUST** be included with your application
- Will lose consideration if not included

4. If you are a veteran:

- To receive 5 points - submit member 4 copy of your DD-214
- For 10 points – submit a [SF15.pdf](#) along with supporting documents (i.e. VA Ltr, DD-214)

Step 3: Review and Submit your application

Is the necessary information complete?

Did you answer all three (3) questions as listed in the Evaluation Criteria section?

Did you submit a separate application packet for each grade level you would like to be considered?

Did you complete and submit a Selective Factor sheet if applicable?

**YOUR APPLICATION
MUST BE RECEIVED BY
CLOSING DATE (NOT
POST MARKED ON
CLOSING DATE).**

MAIL TO:

U.S. Census Bureau
New York Regional Office
395 Hudson St., Suite 800
New York, NY 10014
Attn: Human Resources
212-584-3490